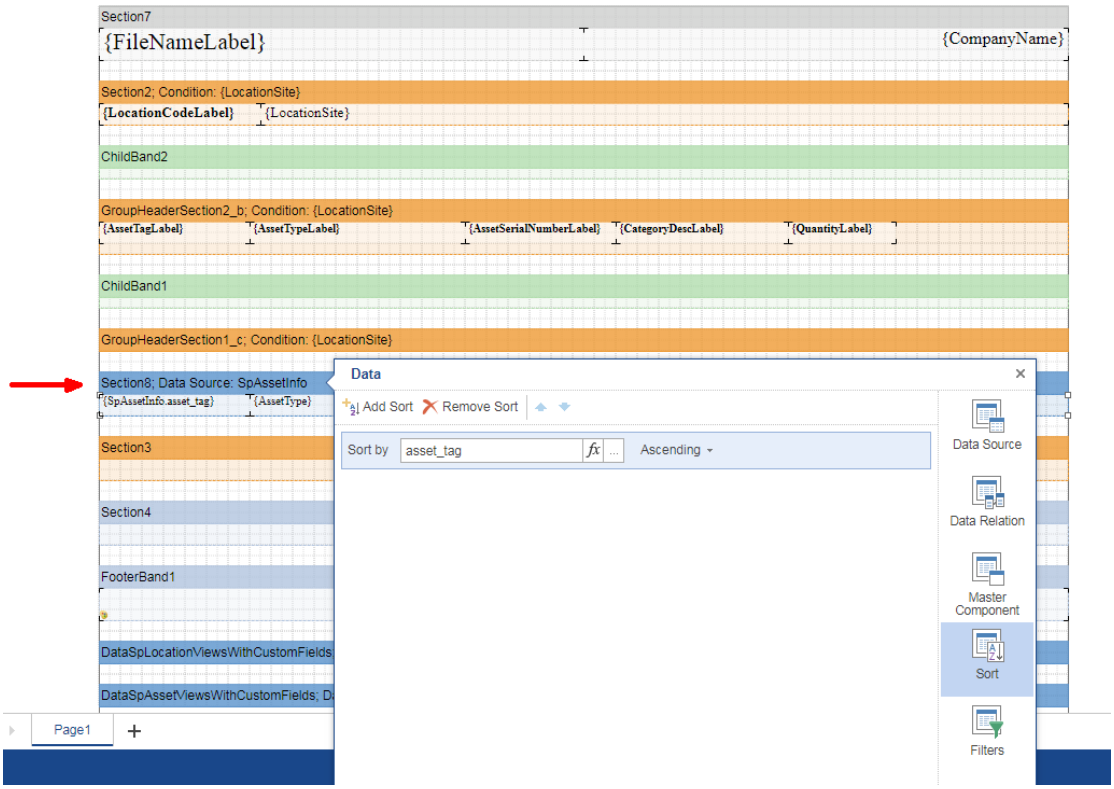
AssetCloud & InventoryCloud: How to add a sort to a report

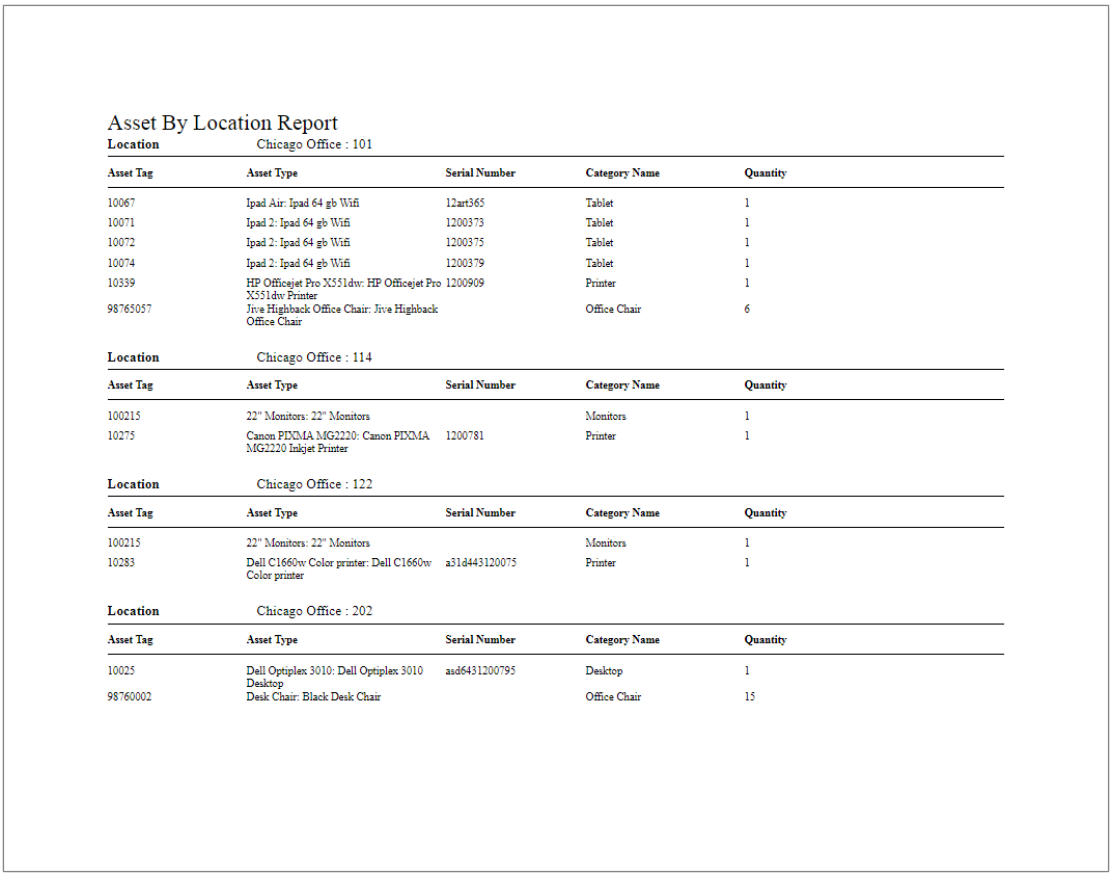
Scott Leonard - 2025-01-07 - AssetCloud

AssetCloud and InventoryCloud (both Cloud and On-Premise), Enterprise edition license, include the ability to customize reports using the Design Report button. If you wish to add a sort, that can be done in Design.

Note: You may have to remove some of the grouping for the sort to work. Groups will always sort first; otherwise the report will not make any sense. For example on the Asset by Asset Type report it is grouped by Asset Type Number and then Asset Id. If you try adding a sort by Serial Number, the report will not look any different because of the Asset Id group. Removing the Asset Id group, the report can now be sorted by Serial Number.

1. We recomment doing File > Save As to create a new report with a new name to apply your changes. This is because sometimes the system's default reports get updated, and if report troubleshooting is needed, part of the process is to see if the default report works properly.
2. Find the desired Data band (blue) and double-click the text in it. For example, Section8; Data Source: SpAssetInfo.
3. At the right side of the Data dialog that appears, click Sort.
4. At the upper left, click Add Sort.
5. Click the ... button in the "Sort by" field, then find and double-click the desired sort field. For example, asset_tag. Click OK.
6. Click File menu, Save. If you had a Report View tab open for the report, close the tab, then Run the report. The data should be sorted by the chosen field. Note that the sort may occur in a subsection depending on what else is on the report.





Asset By Location Report

Location Chicago Office : 101

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
10067	Ipad Air: Ipad 64 gb Wifi	12art365	Tablet	1
10071	Ipad 2: Ipad 64 gb Wifi	1200373	Tablet	1
10072	Ipad 2: Ipad 64 gb Wifi	1200375	Tablet	1
10074	Ipad 2: Ipad 64 gb Wifi	1200379	Tablet	1
10339	HP Officejet Pro X551dw: HP Officejet Pro X551dw Printer	1200909	Printer	1
98765057	Jive Highback Office Chair: Jive Highback Office Chair		Office Chair	6

Location Chicago Office : 114

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
100215	22" Monitors: 22" Monitors		Monitors	1
10275	Canon PIXMA MG2220: Canon PIXMA MG2220 Inkjet Printer	1200781	Printer	1

Location Chicago Office : 122

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
100215	22" Monitors: 22" Monitors		Monitors	1
10283	Dell C1660w Color printer: Dell C1660w Color printer	a31d443120075	Printer	1

Location Chicago Office : 202

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
10025	Dell Optiplex 3010: Dell Optiplex 3010 Desktop	asd6431200795	Desktop	1
98760002	Desk Chair: Black Desk Chair		Office Chair	15

Related Content

- AssetCloud & InventoryCloud Report Customization List

- AssetCloud & InventoryCloud: How to add a filter to a report
- AssetCloud & InventoryCloud: Custom Report FAQ (design, edit)